

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:
Chief, Payroll Branch, Fiscal Division, Comptroller's Office

FROM:
Chief, Finance Division

ALLOTMENT SYMBOL
1263-1040-1000

PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
9 Mar 1961	18 Mar 1961	160	5
19 Mar 1961	1 Apr 1961	160	5
2 Apr 1961	15 Apr 1961	160	5
16 Apr 1961	29 Apr 1961	160	5

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

25X1A2d2

Individuals from the Comptroller's Office are working on an overtime basis for Project [] an "Eyes Only" project. If further information is needed, please contact [] X8235.

25X1A9a

25X1A2d2

The subjects' regular salaries are paid from the Comptroller's allotment 1263-1040-1000. All overtime performed is to be charged to 1635-5000-8021, [] allotment.

DATE 25X1A9a	TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable) Requested by [] X8235		25X1A9a
TYPE []	AUTHORIZATION TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL E. R. Saunders		
DATE CONCURRED 4 April 1961	DATE AUTHORIZED APR 1961		